



## OFFICE OF HOMELAND SECURITY

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### GRANT MANAGEMENT MEMORANDUM

2007-005

**Date:** July 6, 2007

**To:** All Governors' Office of Homeland Security (OHS) Subgrantees

**From:** Grants Management

**RE:** FY 2007 Biannual Strategy Implementation Report (BSIR) Requirements

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The Biannual Strategy Implementation Report (BSIR), located within the federal on-line Grant Reporting Tool (GRT), is now available for data entry of your homeland security award progress report information. The GRT may be accessed at [www.odp.reporting.dhs.gov](http://www.odp.reporting.dhs.gov).

The June 2007 BSIR contains the FY2004, FY2005, and FY2006 Homeland Security Grant Program (HSGP) awards. Many of you will be entering information for every year; however, many of you will only be entering individual years per your specific grant award. The FY2006 Transit Security Grant Program (TSGP) awards have recently been entered into the FY2006 (June 2007) BSIR, and project information will need to be included for those transit agencies receiving FY06 TSGP funds.

**BSIR submissions are due to the Office of Homeland Security (OHS) no later than Friday, August 24, 2007.**

The Obligated/Expended fields should once again be open to subgrantees to enter financial information. Please do not change the "Award" information in this tab. The following definitions apply:

**Obligated** – A legal liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period (i.e., purchase orders and invoices).

**Expended** – An outlay of funds to fulfill an obligation (paying salaries or vendors). Expended is for the entire life of the grant, while obligated are those funds that have been obligated for the reporting period (i.e., reimbursement received from the State Controller's Office).

Please check with your Program Representative on your status as an "active" user in the GRT. Your representative can also provide you with a new password should that be necessary. Contact information is available on our website at [HTTP://WWW.HOMELAND.CA.GOV](http://WWW.HOMELAND.CA.GOV). The GRT HelpDesk may also be contacted at 1-877-612-4357.

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FY2007 Urban Area Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) applicants will not be required to submit reports on the GRT until their application has been approved by the United States Department of Homeland Security (US DHS). However, applicants are welcome to attend the training in order to become familiar with the GRT.

And finally, additional information is included at the end of this memorandum that may assist subgrantees with the successful data entry of their BSIR materials. Information on entering FY06 TSGP projects has also been attached.

For further information or assistance, or to RSVP to one of the BSIR/Fiscal Management Workshops, please feel free to contact your OHS regional representative.

Sincerely,



**Larry M. Davis**

Deputy Director  
Grants Management

## **BSIR Help Sheet**

This document provides guidelines for completing the BSIR.

Web address: <https://www.reporting.odp.dhs.gov/>.

For technical assistance please call the technical help line at 1-877-612-4357 (toll-free) or contact your Office of Homeland Security (OHS) Program Representative.

If you cannot remember your password, call the technical help line or your Program Representative for a new password. You will need to know the answer to your “secret question”. If you have incorrectly logged in 3 or more times the account will lock and you will need to call one of the above numbers to reopen the account. If you have not logged into the web site for more than 90 days, the account may be locked and you will need to call for assistance.

### **Entering the Information**

**\*\*Remember to scroll to the bottom of each page and verify all information has been entered\*\***

1. Once logged in, choose “Funding” from the menu on the left.
2. The reporting drop-down selectors have been split into two (2) separate drop-down menus. There is a drop-down menu titled “Grant Award Year,” followed by a second drop-down menu titled “Reporting Period.”
3. Choose the correct reporting period from the dropdown. This should be either 2004 BSIR (June 07), 2005 BSIR (June 07), or 2006 BSIR (June 07), depending on which grant you are reporting for. **Some subgrantees may need to complete reports for the 2004, 2005, and 2006 BSIR.**
4. Click on your “Grantee/Subgrantee” link.
5. Review the award information. “Award” is the total amount of the grant, “Obligated” is the amount that has been spent or is dedicated to current orders, and “Expended” is the amount you have been reimbursed. If the Obligated/Expended information is not correct, add the correct information. Please do not change the “Award” information in this tab. If correct, press the “continue” button at the bottom of the page (you will advance to the “Project” tab).
6. Click on a project title (you will advance to the “Project (\$)” tab for that specific project).
7. In “Project (\$)” review all information and make necessary updates. Type a narrative of the progress that has occurred in the “Project Notes” field.
8. The “Project Detail” tab has been added for 2006 (following the Project (\$) tab) to align Investments and Target Capabilities to projects. The Project Detail page has been created to allow the user to choose a submission type (state or urban area submission) and the Investment that is being supported.
9. Upon selection of an Investment, the page will automatically refresh and display the user selected target capabilities from the 2006 Investment Justification. Based on the

grantee/subgrantee of the project, users must select a primary target capability as well as between zero (0) and four (4) secondary target capabilities.

10. Click the “Save and Continue” button at the bottom of the page (you will advance to the “Allocations” tab).
11. Review all information under each applicable Solution Area Subcategory and Discipline (this is a long page-scroll to the bottom when reviewing). If there is new information to be entered or updated use the following steps: **NOTE: The solution area defaults to “Planning”, you must choose the correct solution area from the dropdown box at the top of the page to properly view or update information.**
  - a. Choose the specific “solution area” for this project from the dropdown box at the top of the page (Planning, Organization, Equipment, Training, Exercise, or Management & Administration).
  - b. Enter the project funding for the “Solution Area Subcategories” that apply.
  - c. Enter the project funding for the “Disciplines” that apply.
  - d. “Personnel” has been added as a solution area subcategory for every solution area within the Allocations tab for FY06.
12. Click the “Save and Continue” button at the bottom of the page (you will advance to the “Strategies” tab).
13. Users will now be able to view the National Priority for the State, Urban Area, and Regional Transit Security Goals and Objectives.
14. Review for accuracy and click the “Save and Continue” button at the bottom of the page (you will advance to the “Metrics” tab).
15. Complete all white/highlighted fields, click “Save” and check for new fields. Enter additional information (numbers or check marks) into any new fields.
16. The “Metrics Exception” box may be checked if no metrics apply to this project (DHS encourages subgrantees to enter metrics information).
17. Click “Save and Return to Project List”. **IMPORTANT:** Steps 5-11 must be completed individually for each project listed under the “Project” tab.

#### **How to submit a project and submit all projects to state**

1. Click the check box to the left of the project(s) or the “Check All” link under the “Project” tab.
2. Click the “Submit” button (the project status will change to “**Project Submitted**”).
3. When all projects are submitted, check all boxes or click the “Check All” link and click the “Submit” button a second time (project status will change to “**Submitted to State**”). Once submitted to state, no additional changes can be made without requesting that the project be changed back to either “Subgrantee Change Request” or “Data Entry in Progress” status. This can be requested by contacting your Program Representative.

Just a reminder that the submission to OHS entails a **two** step process: Project Submitted and Submitted to State.

**Grant Reporting Tool (GRT)**  
**FY2006 Data Entry of Projects - TSGP**

- Approved Projects are located on the FY06 TSGP Award Letters
- All projects need to be entered into the 2006 BSIR (June 2007)
- Grant Award Year – 2006; Reporting Period – BSIR (June 07)

**To Enter Projects into the GRT:**

**Project Tab**

- Project View
- Create Project
- Enter all Approved Projects from FY06 TSGP Award Letters
- After Creating all Projects Return to Project List (in Project View)
- Click on Each New Project Created and Complete Information in Each Tab

**Project (\$) Tab**

- Add Project Notes (if desired) and Funding for this Project (Project Description will pre-populate from Create Project)

**Project Detail Tab (New Tab)**

(This is where the Projects are linked to the fourteen (14) Investment Justifications submitted by the SAA to meet the FY06 ISIP requirements)

- The Investment Alignment will need the Submission Type (State or UASI) and Investment Supported (one of the 14 State Investments) – These are both drop down boxes
- 2006 Investment Justification Target Capabilities will pre-populate based on the Investment Justification selected 2006 BSIR (December 2006) Target Capabilities allows you to select one (1) Target Capability and up to four (4) Assigned Secondary Target Capabilities (choose the “best fit” for each project)
- Subgrantees will need to click “Save” when completed to make sure all selections are saved (as opposed to “Save and Continue”)

**Allocations Tab**

- Where the money will be spent
- Solution Areas are Planning, Organization, Equipment, Training, Exercise, and Management and Administration (M&A)
- “Personnel” is a new addition to the Solution Area Subcategories (remember they cannot exceed fifteen percent (15%) in Personnel Costs)
- Need to complete funding in both Solution Area Subcategories and Disciplines
- (Subgrantees should also be reminded to double-check the “Solution Area” drop down box at the top left to make sure they are entering information into the appropriate Solution Area)

**Strategies Tab**

- Select Primary Goal (choose the “best fit” for each project) from TSGP Goals and Objectives (UASI Goals and Objectives are above)
- Select Objective 1
- National Priority pre-populates after Objective is selected
- Remember to select the “best fit” for each project (may not match perfectly)

**Metrics Tab**

- Answer all applicable questions
- Questions will be from only those categories (Planning, Organization, Equipment, Training, Exercise, M&A) where funding was allocated
- “Metrics Exception” is still an option (if the subgrantee feels none of the questions are applicable); however, the Department of Homeland Security (DHS) encourages subgrantees to enter metrics
- When answering “Yes” to applicable fields, be aware that more fields will open that may need a response before saving (Total Planned and Total Accomplished)